

HAMPTON VA

Grant Routing Sheet

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED BEFORE ROUTING IS INITIATED

Date Routing Initiated: 06/06/2019 Application Due Date: 06/16/2019

Originating Department: Hampton Police Division Department No.: 310

Submitter's Name: Laura Wright for Chief T. Sult Direct Telephone No. (757) 728-3095

E-mail Address: lawright@hampton.gov

Grant Title: FY19 State Homeland Security Program - Personal Radiation Detectors

Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS. LW (Submitter's Initials)
2. COMPLETE GRANT PROPOSAL OVERVIEW. LW (Submitter's Initials)
3. DEPARTMENT HEAD
ORIGINATING DEPT. T. Sult see attached email 6-14-19
Print Name Signature Date
4. ASSISTANT CITY
MANAGER S. Bond see attached email 6-10-19
Print Name Signature Date

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW TO INCLUDE (EITHER HARD COPY OR ELECTRONIC): ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE). LW (Submitter's Initials)
6. COMPLETE APPLICATION **EXCEPT** NECESSARY SIGNATURES. LW (Submitter's Initials)
7. BUDGET DIVISION L. Green see attached email 6-6-19
Print Name Signature Date
8. FINANCE DEPARTMENT V. Kmetz see attached email 6-6-19
Print Name Signature Date
9. CITY ATTORNEY B. Law see attached email 6-10-19
Print Name Signature Date
10. SIGN and SUBMIT APPLICATION. LW (Submitter's Initials)
6-14-19

AFTER GRANT AWARDED:

10/8/19

11. ADD AWARD LETTER TO DOCUMENTATION.

LW (Submitter's Initials)

12. ORIGINATING DEPT.

(Approval as to Content)

Print Name

Signature

Date

13. RISK MANAGEMENT

J. Sanders
Print Name

Signature

Date

*See att. emigrant
Previous grant
procedure
LW
10-24-19*

14. HUMAN RESOURCES

Print Name

Signature

Date

15. BUDGET DIVISION

Print Name

Signature

Date

16. FINANCE DEPARTMENT

Print Name

Signature

Date

17. CITY ATTORNEY

Print Name

Signature

Date

18. CITY COUNCIL

COUNCIL FILE NO.:

19-0308

CREATE GRANICUS FILE

Laura Wright
Print Name

L Wright
Signature

10-9-19
Date

ATTACH GRANT DOCUMENTS

Laura Wright
Print Name

L Wright
Signature

10-9-19
Date

ROUTE FOR APPROVAL

Laura Wright
Print Name

L Wright
Signature

10-9-19
Date

19. ADD SIGNED RESOLUTION TO DOCUMENTATION.

_____ (Submitter's Initials)

20. OBTAIN SIGNATURES

Print Name

Signature

Date

21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION.

_____ (Submitter's Initials)

22. DISSEMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):

CITY ATTORNEY:

_____ (Submitter's Initials)

FINANCE:

_____ (Submitter's Initials)

OTHER PARTICIPATING DEPARTMENTS (LIST):

_____ (Submitter's Initials)

_____ (Submitter's Initials)



Grant Proposal Overview

COMPLETED GRANT OVERVIEW PROPOSAL MUST BE ATTACHED TO THE GRANT ROUTING SHEET BEFORE ROUTING IS INITIATED

Grant Title: FY19 State Homeland Security Program - Personal Radiation Detectors

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to: the agency that is the primary source of funding (City = Primary Awardee); the agency that has received the funds from another awarding agency (City = Sub-Awardee).

If the City is a Sub-Awardee, the agreement between the Primary Awardee and the agency to which the City is making application must be attached to this Overview.

2. **GRANT AWARD PERIOD:** If awarded, funds are expected to be received: in the current fiscal year only; in the current fiscal year and the future fiscal year(s) of _____ or in the future fiscal year(s) of FY20 - FY22.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY18 fiscal year(s); and was previously awarded during FY19 fiscal year(s).

If previously awarded, provide all prior agenda items numbers and dates of Council approval.

18-0381

4. BACKGROUND/PURPOSE:

The Hampton Police Division (HPD) is attempting to acquire 16 personal radiation detectors with spectroscopy (SPRD-GNs) to expand the radiation detection and adjudication capabilities of the Virginia Peninsula. HPD will retain 4 of the devices, while distributing 12 to neighboring jurisdictions. In instances of threat detection, such as routine police patrols, new SPRD-GNs will allow officers to more efficiently detect and adjudicate radiological threats. HPD officers do not have any secondary screening equipment that would allow them to adjudicate any alarms, resulting in lengthy delays calling in another jurisdiction for assistance. Neighboring jurisdictions currently possess radiation detection equipment that is more suited for methodical investigations. The SPRD-GNs will allow jurisdictions on the peninsula to gather spectroscopy quickly and efficiently. New SPRD-GNs will have the ability to locate targets and identify the radiological item, allowing officers on scene to adjudicate it.

The City of Hampton would house and maintain the SPRD-GNs in our possession, and will maintain an inventory of the remaining 12 units. The neighboring jurisdictions who accept receipt of the remaining units will be responsible for their maintenance, incurring no additional cost to the City of Hampton.

5. TYPE OF GRANT EXPECTED TO BE AWARDED:

Cash Amount \$ 83,000.00

Non-Cash (Describe): _____

6. FINANCIAL OBLIGATIONS:

a. **Current Financial Obligations:** This grant will will not **require** matching funds/contributions. If so, please indicate in the space below the amount and whether the match is cash or in-kind, or both.

Required Match – CASH

Required Match – IN KIND

Amount: Cash \$ _____

*Value of In-Kind \$ _____

* Description:

b. **Future Financial Obligations:** This proposal will will not incur commitments or financial obligations for the City beyond the grant period. If it will, an authority memorandum from the City Manager’s Office-Budget Division estimating future matching requirements and the time period must be attached to this Overview.

c. **Resource Obligations:** This proposal will will not require special facilities, equipment and/or services provided by the City. If it will, summarize arrangements in a separate memorandum and attach to this Overview.

7. Sources of Grant and Matching Funds:

Please identify the funding source of your grant and any required or non-required matches.

- For Federal grants, please provide the Federal Catalog Number (CFDA) and the grant number.
- For State grants, the grant number must be supplied.
- All grant matches must be supplied by the submitting department, unless they have historically received a contribution/match from the City’s Matching Funds Pool or a special arrangement has been made with the City Manager’s Office-Budget Division.
- If another City department, other than the submitting department, will be providing a funding or in-kind match, documentation to that effect must be submitted along with this grant packet.

Federal \$ _____
Pass Through \$ 83,000.00
State \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. _____
Federal Grant No. Not Available Yet
State Grant No. _____

b. Source of Matching Funds* (Please check all that apply.)

Department: N/A
Budget Line-Item: _____ **Amount:** _____
Budget Line-Item: _____ **Amount:** _____
Budget Line-Item: _____ **Amount:** _____

**If you are listing a department funding source other than your department, the Budget Division will need written authorization of agreement to withdraw these funds.*

8. Proposed Budget:

	<u>City Department-Match</u>		<u>Other Match(es)</u>		
	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Svcs	\$0.00				
Operating Exp.	\$83,000.00				
Capital Outlay	\$0.00				
Column Totals	\$83,000.00				

Grand Total: \$83,000.00

9. Additional information that will be helpful to reviewers:

SHSP Grant Projects are due to VDEM by June 16th. This project will help to support the Hampton Roads Region as a whole as part of established mutual-aid agreements, to include (in addition to Hampton): Newport News, Poquoson, Williamsburg, York and James City Counties. Additional cities/counties will be provided assistance through the use of the grant equipment as requested.

Pre approvals
ACM

Wright, Ptl L.

From: Bond, Steven
Sent: Monday, June 10, 2019 11:35 AM
To: Wright, Ptl L.; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; Law, Brandi; McCrickard, Kerry; Sult, Chief T.
Subject: RE: Approvals Needed - FY19 SHSP HPD Grant

I approve

Steven D. Bond, Esq.
Assistant City Manager
City of Hampton, VA
Phone: 757-727-6392
Fax: 757-728-3037

From: Wright, Ptl L.
Sent: Thursday, June 06, 2019 3:30 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
Subject: Approvals Needed - FY19 SHSP HPD Grant

Good afternoon,

The Hampton Police Division seeks to apply for the FY2019 FEMA State Homeland Security Program Grant, due to the Virginia Department of Emergency Management (pass-through agency) by June 16th.

HPD has compiled a project budget of \$83,000.00 with no recurring cost. This grant has **NO MATCH REQUIRED**. The period of performance is 36 months.

Please find a breakdown of the documents below:

- Grant Proposal Overview
- Grant Routing Form
- Solicitation Announcement
- Grant Application
- Additional Attachments:
 - Letter of Support – *Hampton Roads All Hazards Advisory Committee*

Please reply to this email authorizing your Department's approval for HPD to proceed with the application.

Please let me know if you have any questions or concerns upon your review.

Thank you,

Very Respectfully,

Pre approval
chief's office

Wright, Ptl L.

From: Sult, Chief T.
Sent: Friday, June 14, 2019 12:09 PM
To: Wright, Ptl L.
Subject: Re: Approvals Needed - FY19 SHSP HPD Grant

Yes
Approved

Terry Sult
Sent from my iPhone

On Jun 14, 2019, at 11:45 AM, Wright, Ptl L. <lawright@hampton.gov> wrote:

<image002.gif>

Chief, did you get this email? I am going to go ahead and apply, but wanted your approval in writing in case it is ever questioned by someone outside of this office.

Very Respectfully,

Ptl. Laura Wright
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
(Desk) 757-728-3095
(Mobile) 757-778-5192

From: Bond, Steven <sbond@hampton.gov>
Sent: Monday, June 10, 2019 11:35 AM
To: Wright, Ptl L. <lawright@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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I approve

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Assistant City Manager
City of Hampton, VA
Phone: 757-727-6392
Fax: 757-728-3037

From: Wright, Ptl L.
Sent: Thursday, June 06, 2019 3:30 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian

Pre approvals
Legal

Wright, Ptl L.

From: Law, Brandi
Sent: Monday, June 10, 2019 11:30 AM
To: Wright, Ptl L.; Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Kmetz, Veronica; McCrickard, Kerry; Sult, Chief T.
Subject: RE: Approvals Needed - FY19 SHSP HPD Grant

Legal approves. Thanks!

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Thursday, June 06, 2019 3:30 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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Please reply to this email authorizing your Department's approval for HPD to proceed with the application.

Please let me know if you have any questions or concerns upon your review.

Thank you,

Very Respectfully,

Ptl. Laura Wright
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669

Wright, Ptl L.

From: Green, Lori
Sent: Thursday, June 06, 2019 3:52 PM
To: Wright, Ptl L.; Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Kmetz, Veronica; Law, Brandi; McCrickard, Kerry; Sult, Chief T.
Cc: Green, Lori
Subject: RE: Approvals Needed - FY19 SHSP HPD Grant

Hello,

The Budget Division approves of this grant as no match is required.

Thank you.

L. A. Green
Budget Division

From: Wright, Ptl L.
Sent: Thursday, June 6, 2019 3:30 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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Please let me know if you have any questions or concerns upon your review.

Thank you,

Pre-approvals
Finance

Wright, Ptl L.

From: Kmetz, Veronica
Sent: Thursday, June 06, 2019 3:49 PM
To: Wright, Ptl L.; Bond, Steven; Daughtrey, Karl; DeProfio, Brian; Green, Jacky; Green, Lori; Law, Brandi; McCrickard, Kerry; Sult, Chief T.
Subject: RE: Approvals Needed - FY19 SHSP HPD Grant

Finance approves.

Veronica A. Kmetz
Finance Department
Phone: 757-727-6331
HAMPTON

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Thursday, June 6, 2019 3:30 PM
To: Bond, Steven <sbond@hampton.gov>; Daughtrey, Karl <kdaughtrey@hampton.gov>; DeProfio, Brian <bdeprofio@hampton.gov>; Green, Jacky <jgreen@hampton.gov>; Green, Lori <lgreen@hampton.gov>; Kmetz, Veronica <veronica.kmetz@hampton.gov>; Law, Brandi <brandi.law@hampton.gov>; McCrickard, Kerry <kmccrickard@hampton.gov>; Sult, Chief T. <tsult@hampton.gov>
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Please reply to this email authorizing your Department's approval for HPD to proceed with the application.

Please let me know if you have any questions or concerns upon your review.

Thank you,

Very Respectfully,

Wright, Ptl L.

From: Sanders, Joe
Sent: Thursday, October 24, 2019 4:30 PM
To: Wright, Ptl L.
Subject: RE: Approvals Needed - FY19 SHSP HPD Grant
Attachments: grant 10 25 2019.pdf

From: Wright, Ptl L. <lawright@hampton.gov>
Sent: Thursday, October 24, 2019 3:46 PM
To: Sanders, Joe <jsanders@hampton.gov>; Parker, Patricia <pparker@hampton.gov>
Subject: FW: Approvals Needed - FY19 SHSP HPD Grant

Good afternoon, All.

Please see the attached grant application. This was completed during the old grant processing procedures and, therefore, did not require your approval during the pre-application process. As we no longer have an approval process for after award (for acceptance), I wanted you to be aware of this grant. We were awarded the \$83,000 and I have forwarded the original approval request, along with the application documents, for your approval.

If you have any questions, please do not hesitate to contact me. Thank you.

Very Respectfully,

Ptl. Laura Wright
Hampton Police Division
40 Lincoln St.
Hampton, VA 23669
(Desk) 757-728-3095
(Mobile) 757-778-5192

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AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. _____ (Submitter's Initials)

12. ORIGINATING DEPT. _____
(Approval as to Content) Print Name Signature Date

13. RISK MANAGEMENT **Joe Sanders** *Joe Sanders* 10/25/2019
_____ Print Name Signature Date

14. HUMAN RESOURCES _____
_____ Print Name Signature Date

15. BUDGET DIVISION _____
_____ Print Name Signature Date

16. FINANCE DEPARTMENT _____
_____ Print Name Signature Date

17. CITY ATTORNEY _____
_____ Print Name Signature Date

18. CITY COUNCIL **COUNCIL FILE NO.:** _____

CREATE GRANICUS FILE _____
_____ Print Name Signature Date

ATTACH GRANT DOCUMENTS _____
_____ Print Name Signature Date

ROUTE FOR APPROVAL _____
_____ Print Name Signature Date

19. ADD SIGNED RESOLUTION TO DOCUMENTATION. _____ (Submitter's Initials)

20. OBTAIN SIGNATURES _____
_____ Print Name Signature Date

21. ORIGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION. _____ (Submitter's Initials)

22. DISSEMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):

CITY ATTORNEY: _____ (Submitter's Initials)

FINANCE: _____ (Submitter's Initials)

OTHER PARTICIPATING DEPARTMENTS (LIST):
_____ _____ (Submitter's Initials)
_____ _____ (Submitter's Initials)